federal register

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PART V:

POSTAL SERVICE

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PRIVACY OF INFORMATION

System of Records

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The purpose of this document is to propose modifications in earlier, inadequate descriptions of two Postal Service systems of records, as defined in the Privacy Act of 1974, Pub. L. No. 93-579.

On August 28, 1975, the Postal Service published in the FEDERAL REGISTER (40 F.R. 39805) a tentative notice which included the following two systems of records:

(1) USPS 160.010, Special Mail Services—Registered Mail Inquiry for Delivery and/or Application for Indemnity;

(2) USPS 160.020, Special Mail Services—Request for Payment of Domestic Postal Insurance (Claim) Records.

The Postal Service subsequently published a final notice of these two systems, with amendments, on October 8, 1975 (40 F.R. 47422), and published notice of additional routine uses of these two systems on January 15, 1976 (41 F.R. 2287), and March 26, 1976 (41 F.R. 12840).

A review of the operation of these systems has indicated that the previously published notices of their existence and character do not present an adequate description of their functions. In particular, previous notices do not indicate that these systems contain inquiries regarding international, as well as domestic, mail matter. Accordingly; the Postal Service presents in this document proposed revisions of the previously published statements of existence and character of these two systems.

Public comment is solicited regarding the modified notices of systems USPS 160.010 and USPS 160.020 and their uses. Any person may submit written comments on or before August 28, 1976, to the Records Officer, U.S. Postal Service, Washington, D.C. 20260. Final notice regarding these systems will be given after the time for public comment has elapsed.

The modified statements of existence and character of systems USPS 160.010 and USPS 160.020 follow.

Roger P. Craig,
Deputy General Counsel.

USPS 160.010

System name: Special Mail Services—Registered Mail Inquiry for Delivery or Application for Indemnity, 160.010

System location: Rates and Classification Department, USPS Headquarters; Post Offices; Postal Data Center, St. Louis, MO; New York, New Orleans, San Francisco, Chicago Post Offices (international mail inquiries).

Categories of individuals covered by the system: Registered mail claimant.

Categories of records in the system: Name, address and description of claim.

Authority for maintenance of the system: 39 U.S.C. 401, 404.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used in the adjudication of domestic and foreign registered mail claims.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to Postal Inspection Service, or to the appropriate agency, whether international, Federal, state, or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.
2. To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.
3. Where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.
4. Pursuant to the National Labor Relations Act, to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Printed forms, magnetic tape, punched cards, computer printed reports.

Retrievability: Box number, batch number or vendor number and name.

Safeguards: Computer access control and locked offices.

Retention and disposal: Domestic inquiries are maintained for 2 years, International inquiries are maintained for 3 years. Records are maintained for 1 year at St. Louis Postal Data Center and then transferred to the Federal Records Center and maintained for another 2 years. All records are destroyed by shredding.

System manager(s) and address: APMG, Rates and Classification Department, Headquarters.

Notification procedure: Inquiries should be addressed to the facility head at which claim was made and should contain claim number, date of claim, name of sender and addressee, address of sender and addressee, and insured number of article mailed.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information obtained from the individual completing the claim form.

USPS 160.020

System name: Special Mail Services—Request for Payment of Postal Insurance (Claim) Records, 160.020

System location: Rates and Classification Department, USPS Headquarters; Post Offices; New York, New Orleans, San Francisco, Chicago Post Offices (international mail claims).

Categories of individuals covered by the system: Insured mail claimant.

Categories of records in the system: Name, address and description of claim.

Authority for maintenance of the system: 39 U.S.C. 401, 404.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used in the adjudication of domestic and foreign insured mail claims.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to Postal Inspection Service, or to the appropriate agency, whether international, Federal, state, or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.
2. Pursuant to the National Labor Relations Act, to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.
3. To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.
4. Where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Printed forms.

Retrievability: Box number, batch number or vendor number and name.

Safeguards: Maintained in closed file cabinets within secured facilities.

Retention and disposal: Domestic inquiries are maintained for 2 years, International inquiries are maintained for 3 years and destroyed by shredding.

System manager(s) and address: APMG, Rates and Classification Department, Headquarters.

Notification procedure: Inquiries should be addressed to the facility head at which claim was made and should contain claim number, date of mailing, date of claim, name of sender and addressee, address of sender and addressee, and insured number of article mailed.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information obtained from the individual completing the claim form.

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